

CONFIDENTIAL

OFFICE OF FINANCE STAFF MEETING

6 January 1982

A. Notes Based on DDA Staff Meetings:

25X1 1. [] will be the Chief, Office of External Affairs.

B. Items from Mr. Sherman:

1. Mr. Fitzwater asked Deputy Directors to be alert to the timing of correspondence with deadlines.

2. The Executive Order 12065 is still being revised.

25X1 3. [] announced that the Agency has adopted the State regulation on divorced parent's children visitation rights.

4. Mr. Sherman stated that he will have his one-on-one meeting with Mr. Fitzwater this afternoon and the OF Annual Report will also be discussed.

C. Around-the-table:

25X1 1. [] stated that a notice will be sent to all Finance B&F offices stating that all special accounting procedures will have to be approved by D/OF. 25X1 [] also mentioned that the strategic planning paper for the next five years had been submitted and has been returned for revisions to be made.

25X1 2. [] stated that the 1981 tax documentation (forms W-2P) for CIARDS retirees were mailed out on 31 Dec. 81. W-2's for regular employees are scheduled for distribution on or after 14 Jan. 82.

25X1 3. [] stated that the audit of Eastern Audit Branch has been completed and Western Audit Branch will be done next.

25X1 4. [] stated that the GAS/FRS Workshop will be held on 17, 18 and 19 May 1982.

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